

**Wisconsin Youth Apprenticeship
Local Program Application Guidelines**

REQUEST FOR PROPOSALS

Application Deadline May 19, 2006

**Wisconsin
Department of Workforce Development**

<http://www.dwd.wisconsin.gov/dws/programs/ya>

April 2006

Wisconsin Youth Apprenticeship Local Grant and Program Application Guidelines

Purpose of Funding

Local Youth Apprenticeship Grants created under 1999 Wisconsin Act 9 and administered by the Department of Workforce Development (DWD), are available to fund local youth apprenticeship programs authorized under Wisconsin Statute 106.13. *The purpose of the grants is to administer the statewide youth apprenticeship program.* All local partnerships must be approved by DWD in order to operate a youth apprenticeship program.

Request for Proposals

DWD is issuing this Request for Proposals (RFP) to solicit applications for the 2006-07 school year. A total \$1,100,000 is available for the grant period from July 1, 2006 through June 30, 2007. Applications will be reviewed and recommended for funding by June 19 with grant effective dates of July 1, 2006 – June 30, 2007.

Eligible Applicants

Funding under this RFP is available to local partnerships to implement and coordinate youth apprenticeship programs. Local partnerships are defined as:

- one or more school districts, or
- any combination of one or more school districts, other public agencies, nonprofit organizations, individuals or other persons,

who have agreed to be responsible for implementing and coordinating a local youth apprenticeship program.

School districts may operate a state youth apprenticeship program without funds, but will still need to submit an application for approval to DWD.

School districts in an existing partnership may remain with their partnership, transfer to a different partnership, or organize a new partnership. However, a school district may not be a member of more than one partnership application.

Application Requirements

In order to be considered for funding in 2006-07, eligible applicants are required to:

- Limit the cost per student to a maximum of \$900 per youth apprentice (total grant amount divided by the number of students to be enrolled);
- Provide at least 50% matching funds;
- Submit for a minimum of \$10,000;
- Have the capacity to deliver the program in accordance with the DWD YA Program Operations Manual, and all requirements included in this Request for Proposals; and
- Designate a regional and/or local coordinator who will ensure the responsibilities listed on *Appendix D* of this document take place.

Since the total funds available are the same as 2005-06, current grantees are asked to write for no greater than the original amount of their 2005-06 grant. Requests for additional funds must be submitted in a separate letter, and include a description of how the additional funds would be used and justification for increasing the level of funding.

If a partnership is unable to meet the minimum application requirements, they are encouraged to join another partnership so their students can continue to participate in the program. DWD will, to the extent possible, provide funding to "follow the student" to accommodate changes in partnership structure.

Fiscal Agent for Partnership Applications

This application must be submitted by a designated fiscal agent for the partnership.

- A school district or other agency/organization may serve as a fiscal agent for no more than one partnership application under this RFP.
- The fiscal agent must demonstrate fiscal integrity and have the capacity to comply with all grant requirements.

A list of the 2005-06 partnerships is included at Appendix E.

Grant Period

Applications under this RFP will be approved for one year, effective July 1, 2006 through June 30, 2007. *All grant awards are contingent upon the availability of state funds throughout the grant period.*

Grant Performance

- Grant performance will be reviewed quarterly, with a full review annually.
- If expenditures and/or enrollment fall below 85% of the approved plan, or if the actual cost per student exceeds \$900, funds may be deobligated from the grant.
- Invoice reimbursement will be limited to \$900 per enrolled youth apprentice.

Program Outcomes for 2006-07

- At least 75% of the youth apprentices enrolled in the program are expected to successfully complete the program and receive a state skill certificate.
- At least 60% of two-year graduates are expected to be offered employment by the employer that provided on-the-job training for the youth apprentice.

Allowable Use of Grant Funds

Grant funds may be used only for youth apprenticeship programs, authorized under Wis. Stat. Section 2020, Chapter 106.13, for the following activities:

1. Recruiting employers to provide training and supervision for youth apprentices;
2. Providing technical assistance and mentor training to employers;

3. Recruiting students to participate in the program;
4. Monitoring the progress of youth apprentices;
5. Coordinating youth apprenticeship activities within and among participating school districts, postsecondary institutions and employers;
6. Coordinating academic and related instruction for the students;
7. Coordinating overall school-based and work-based learning for youth apprentices;
8. Coordinating secondary and postsecondary education for youth apprentices;
9. Providing the required related instruction for the youth apprentices;
10. Support services for students; and
11. Administrative costs (limited to 5% of program costs).

Prohibited Use of Grant Funds

Examples of items that will not be funded through this grant include, but are not limited to:

- Youth apprentice wages, fringe benefits, stipends or direct cash assistance
- Equipment for participating employers
- Classroom equipment
- Transportation costs for youth apprentices to and from worksites and/or related instruction
- Out-of-state travel for staff or students
- Staff or student costs for conferences, workshops, memberships that do not directly benefit the YA program
- Providing funds to a business that is operated for profit or to a nonprofit organization that represents business interests.

Grant Awards

Approval of grant applications and level of funding will be awarded based on:

- Capacity to deliver the program in accordance with all requirements outlined in the YA Program Operations Manual (refer to www.dwd.wisconsin.gov/dws/programs/ya under "Forms and Publications"), and all requirements listed in this Request for Proposals;
- Satisfactory grant performance review from prior year;
- Cost-effectiveness of proposed program (ex. proposed cost per youth apprentice, proposed cost of related instruction, etc.);
- Actual expenditures and enrollment vs. plan from prior year (minimum 75% at end of third quarter expected);
- Enrollment trends in prior grant years.

If a partnership has reorganized, prior performance of the former partnership(s) will be considered. DWD reserves the right to negotiate or adjust final funding amounts with individual applicants.

Appeal Process for Non-Funded Applications

Funding decisions may be appealed in writing and may be made only on the grounds that a substantial procedural error was made in reviewing the application.

Written appeals must be received no later than fifteen working days after the applicant has received written notification of non-funding. Appeals may be sent to: Joyce Christee, DWD/DWS, P.O. Box 7972, Madison, WI, 53707-7972.

Technical Assistance

The following DWD staff are available for technical assistance during the application process:

Cathy Crary	(608) 267-7944	cathy.crary@dwd.state.wi.us
Joyce Christee	(608) 267-7210	joyce.christee@dwd.state.wi.us

Application Process

All local partnerships must submit this application to be approved to operate a youth apprenticeship program for 2006-07 regardless of whether funds are requested.

Applications may be downloaded from the DWD website or can be e-mailed to the applicant upon request.

Application Submittal

Applications must be received by DWD no later than Friday, May 19, 2006. Hard copies must be received by 4:30 P.M. when the DWD office building closes.

Applicants are encouraged to use the Application Checklist before submitting their applications to ensure that all attachments are included. Incomplete applications will not be accepted.

Electronic applications are preferred. They must be submitted on the DWD format, in Word 97 or higher.

Send electronic applications to cathy.crary@dwd.state.wi.us by **May 19, 2006**. E-mails must be dated no later than May 19. Confirmation will be returned upon receipt.

If submitting a hard copy, submit two (2) complete copies of the application materials to the following address:*

By U.S. Mail:

Cathy Crary
DWD/DWS/Youth Apprenticeship
P.O. Box 7972
Madison, WI 53707-7972

By Courier or Hand-Delivery:

Cathy Crary/Room A200
Dept. of Workforce Development/DWS
201 East Washington Avenue
Madison, Wisconsin 53713

Do not include cover letters, binders, plastic covers, folders, etc. Printed applications should be one-sided and stapled in the upper left-hand corner. All pages should be numbered for easy reference.

*Only one set of the Partnership Agreement pages and/or e-mail responses needs to be submitted with hard-copy applications. Do not forward the individual e-mail responses from the partner agencies.

Faxed applications will not be accepted.

Applications must be assembled in the following order:

- Application Cover Sheet
- Application Narrative (limited to four pages)
- LYA Organization Chart
- Budget Page
- Budget Worksheet
- Quarterly Program Plan
- Program Area Chart
- Regional/Local Coordinator List
- List of school districts included in the partnership
- Local YA Partnership Agreement for any new schools not submitted with initial application

Questions on the Application Process

Please e-mail or send any questions pertaining to the application process to:

Joyce Christee
DWD/DWS
P.O. Box 7972
Madison, WI 53707-7972
E-mail address: Joyce.Christee@dwd.state.wi.us
Fax (608) 261-6376

Include your name, address (mail and/or email), and phone number. Responses will be provided directly and/or posted on a Frequently Asked Questions (FAQ) page on our website at <http://www.dwd.wisconsin.gov/dws/programs/ya> under "2006-07 RFP."

Local Youth Apprenticeship Grants Matching Funds Requirements for 2006-07

Wis. State statutes require that local youth apprenticeship partnerships awarded a Local Youth Apprenticeship Grant from the Dept. of Workforce Development provide matching funds equal to 50% of the grant amount awarded.

Definition of Matching Funds: The portion of youth apprenticeship program costs paid for from other federal, state, or local sources either through in-kind or direct cash assistance.

Basic Requirements:

- Match funds must be used for services, activities, materials, and personnel that are necessary and reasonable for the operation of the youth apprenticeship program.
- Match funds must be incurred within the same time period as the Local Youth Apprenticeship grant.
- Match funds must be adequately documented and verifiable.
- The matching funds requirement applies to the total amount of the grant awarded to the local partnership, not to individual school districts within the partnership.
- Grantees will be required to report matching funds to the DWD. It is the responsibility of the local partnership to establish reporting systems within the partnership structure in order to meet the reporting requirement.

Allowable Match: Any combination of federal/state/local cash and/or in-kind sources that are necessary and reasonable to operate the youth apprenticeship program. Examples of allowable federal sources could be Carl Perkins, Tech Prep, Service Learning, and/or WIA funds. Examples of allowable local sources could be community organizations, local businesses, individuals, chambers of commerce, or other sources that fund or support youth training activities such as youth apprenticeship.

Cash contribution: Any cash contributions provided by state or local governments, federal/state/local organizations, businesses or business organizations, foundations, and/or individuals.

Definition of In-kind Match: Donations of services, staff time, instructional costs, or supplies that are necessary to operate the program but are not paid with YA grant funds. In-kind costs may be paid for from other federal, state, or local sources, based on actual cash value (i.e. cost per hour for personnel, value of supplies, etc.). Costs must be verifiable and documentation maintained about how the value of in-kind match was determined.

Examples of in-kind match include, but are not limited to:

- Public service announcements for recruitment and information to participants and employers.
- Advertising costs, printing, or other professional services
- Staff time and classroom space (for required classes)
- Instructional costs provided by the local school district and/or technical college at no cost to the participant or the grant
- Program administration costs provided by the fiscal agent
- Salary and fringe for the youth apprenticeship coordinator

Examples of cash match include, but are not limited to:

- Donations to cover the cost of uniforms and supplies for the youth apprentices
- Donations to cover the cost of books and classroom supplies for the students
- Donations to sponsor student/business recognition or graduation events
- Donations to cover the cost of classroom tuition and fees
- Donations to cover the cost of staff salaries and fringe

Excludable match (cash or in-kind)

- Cost of construction or purchase of facilities.
- Employer's wages paid to the youth apprentices.
- Cost of equipment used to train youth apprentices.

Instructions for Reporting Matching Funds

Matching funds must be reported on the youth apprenticeship electronic expenditure request submitted to DWD. They may be reported monthly, quarterly, or annually.

The 50% match requirement only applies to the total grant amount.

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If there are any questions on the matching funds requirement, contact Joyce Christee at (608) 267-7210 or joyce.christee@dwd.state.wi.us or Cathy Crary at (608) 267-7944 or cathy.crary@dwd.state.wi.us.

Tips for Writing A Successful Youth Apprenticeship Grant

- ➔ All key staff responsible for operating the program should be involved, to some extent, in writing and/or developing the grant application. Successful program performance depends on key staff being able to meet or exceed the grant goals. It is obvious to the reader when someone unfamiliar with the program has written the grant!
- ➔ Be sure to answer every question and attach all requested attachments. Use the checklist as a guide before mailing the application.
- ➔ Make sure your response answers the question that was asked. Don't force the reviewer to search for your answer.
- ➔ Provide clear, concise answers. Brevity is better!
- ➔ Use bullet points instead of paragraphs wherever possible.
- ➔ Clearly explain any strategies or action plans. Use specific examples.
- ➔ The Budget Worksheet should clearly explain every cost.
- ➔ Make sure all costs are consistent. For example, if 50 youth apprentices are to be enrolled in the program, the Budget Worksheet should not list "Materials for 200 students."
- ➔ Make sure all math is correct!
- ➔ Ask someone to proofread the grant who is not involved in writing it. Fresh eyes may catch errors or inconsistencies.
- ➔ Provide the "big picture." The state is interested in funding a high-quality, comprehensive youth apprenticeship program. Even if some activities are not funded through the grant, they should still be listed as part of the overall program description to demonstrate local support for the program.

Youth Apprenticeship Program Design Options

Key Elements of a Youth Apprenticeship Program

- Industry-developed skill standards
- Exposure to multiple aspects of the industry
- Skilled mentors
- Paid on-the-job work experience
- Related classroom instruction
- Standardized competencies
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

Basic Program Design Elements

- Four standardized courses of classroom instruction
- Minimum 900 hours of work-based learning (may be more)
- Juniors and seniors in high school
- Classes/work-based learning scheduled concurrently
- State Certificate of Occupational Proficiency upon completion
- Statewide advanced standing credits in technical college in related program

Allowable Program Variations

- Work-based learning in the two-year program may begin as early as June after the sophomore year (compliance w/ child labor law age restrictions apply) or as late as June after the junior year
- AYES*/YA students may be enrolled concurrently in both programs (900 hours of work-based learning required for YA certificate or 450 hours for certificate of recognition)
- Students may complete second year of the two-year program requirements after high school graduation, while enrolled in a post-secondary education program in a related field or while still enrolled in YA classes (with school district approval)
- Students may complete one year of the program and receive a DWD Level One skill certificate if classroom and work-based requirements are met, including all core ability and safety competencies
 - Articulated credits must be locally negotiated
 - Students may take more than one year to complete
- DWD-approved “vendor based” programs will follow the requirements of the particular program (e.g. Cisco Networking)

*Automotive Youth Educational System

Youth Apprenticeship Coordinator Responsibilities

All programs must have a designated regional or local coordinator. YA Coordinators are expected to perform and/or ensure that the following activities are performed in the operation and oversight of a YA program. Additional activities may be added if they directly contribute to the management and success of the program:

A. Program Development and Management

1. Serve as the program liaison with the Youth Apprenticeship School Coordinators to develop, design, implement and administer the program.
2. Meet with each Youth Apprenticeship School Coordinator on a regular basis to review progress of program growth and address program concerns.
3. Arrange for mentor training and assist in matching students with mentors.
4. Prepare and submit required forms and reports to the Governor's Work-Based Learning Board.
5. Attend statewide coordinator planning and informational meetings.
6. Arrange for youth apprenticeship related instruction including negotiating costs, when needed.
7. Prepare grant proposals to be submitted to DWD.
8. Secure and coordinate additional program funding resources as needed.
9. Oversee program grants and funds to ensure timely expenditures.
10. Assess community businesses for interest in new program areas.
11. Plan and develop new youth apprenticeship program areas (as applicable).
12. Implement and direct local steering committee efforts to promote program.

B. Recruitment and Marketing

1. Recruit students for all youth apprenticeship programs.
2. Arrange informational meetings for potential employers and/or contact individual employers to promote the youth apprenticeship program.
3. Provide course offerings, schedules and youth apprenticeship updates to school counselors, teachers and administrators.
4. Provide a communication network between the instructor, student, mentor, parents and school.
5. Develop a public information and marketing strategy including brochures and presentations for various student, parent, industry and community groups.

C. Evaluation and Reporting

1. Monitor program enrollment to ensure program goals are met.
2. Coordinate the transfer of grades from the youth apprenticeship class and worksite to the respective schools in a timely manner.
3. Sign and submit the student registration forms to DWD (one designee per partnership).
4. Maintain student records for local and state reporting.
5. Visit classes and job sites regularly for evaluation purposes.

School District Responsibilities

The following activities are expected to be performed by staff in the school districts participating in the local youth apprenticeship partnership.

1. Assist in recruiting students. Distribute promotional materials to potential youth apprenticeship students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, and community organizations.
3. Serve as the program liaison with the regional youth apprenticeship coordinator and attend regularly scheduled meetings as requested.
4. Meet with the youth apprenticeship students on a regular basis.
5. Maintain student records for local and state reporting.
6. Oversee the academic grades and graduation status of the youth apprenticeship student.
7. Assist the regional coordinator in recruiting job sites and mentors as requested.

2005-06 Local Youth Apprenticeship Partnerships and YA Coordinators

Partnership/Fiscal Agency	YA Coordinator
Central Wisconsin School-to-Work Marshfield Area Chamber Foundation 700 S. Central P.O. Box 868 Marshfield WI 54449	Judy Nystrom 715-384-3454
CESA 5 626 East Slifer Street P.O. Box 564 Portage WI 53901	Pamela Hilleshiem-Setz 608-742-8814 x230
CESA 6 P.O. Box 2568 Oshkosh WI 54903-2568	(position vacant) 920-236-0531
CESA 11 225 Ostermann Drive Turtle Lake WI 54889	Nancy Graese 715-986-2020
Chippewa Valley/CESA 10 725 West park Avenue Chippewa Falls WI 54729	Candyce J. Lund 715-720-2037
Dane County YA Partnership Madison Metro School District 4513 Vernon Blvd., Suite 12 Madison, WI 53705	Diane Kraus (608) 232- 2863
Fond du Lac Area Assn. of Commerce 2076 North Main Street Fond du Lac WI 54935	Carrie Simon 920-921-9500
Green Bay Area Chamber of Commerce 400 S. Washington Street P.O. Box 1660 Green Bay WI 54305-1660	Nancy Schopf 920-437-8704 Amy Destache 920-437-8704
Green County STW School District of Monroe 1600 26th Street Monroe WI 53566	Trudi Stauffacher 608-328-7822
Jefferson County STW Watertown Unified School District 110 Dodge Street Watertown WI 53098	Cyndy Sandberg 920-206-3319
Kenosha Area Business Alliance, Inc. 600 - 52nd Street Kenosha WI 53140	Greg Wright 262-653-6313

Lakeshore Technical College 1290 North Avenue Cleveland WI 53016	Linda Fitch 920-693-1233
Manitowoc County Public Schools 1433 South Eight Street Manitowoc WI 54220	Rose Ellinger 920-683-4861 ext. 6161
Mauston-New Lisbon-Royal-Tomah Mauston School District 508 Grayside Mauston WI 53948	Ann Brandau Hynek 608-847-4410 ext. 470
Mid-Wisconsin Mid-State Technical College 500 - 32nd Street North Wisconsin Rapids WI 54494	Lora Schultz 715-422-5521
Milwaukee Public Schools 5225 W. Vliet Street Milwaukee, WI 53208-3698	Jack Lake 414-475-8082
Mississippi Valley YA School District of LaCrosse 807 East Avenue South LaCrosse WI 54601	Annette O'Hern 608-789-7185
North Central Wisc STW Northcentral Technical College 1000 West Campus Drive Wausau WI 54401	Connie Braun 715-675-3331 ext. 4712
Northwest YA Northwest Wisconsin CEP. P.O. Box 616 Ashland WI 54806	Brad Gingras 715-682-9141
Northwoods STW Nicolet Area Technical College P.O. Box 518 Rhineland, WI 54501	Penny Kuckkahn 715-365-4559
Racine Area Manufacturers & Commerce 300 5th Street Racine WI 53403	Dave Smercheck 262-634-1931
Rock County Partnership School District of Beloit 1225 Fourth Street Beloit WI 53511	Kevin Miller 608-361-4126
South Shore YA School District of South Milwaukee 1225 Memorial Drive South Milwaukee WI 53172	Chris Daniels 414-768-6422

Southern Lakes Lake Geneva Genoa City School District 220 South Street Lake Geneva WI 53147	Marie Collins 262-348-2005
Southwest/CESA 1 Greenfield School District 8500 W. Chapman Avenue Greenfield WI 53228-2915	Sandy Buehler 414-529-9090
Southwest Wisc/CESA 3 1300 Industrial Drive Fennimore WI 53809	Darla Burton 608-822-3276
St. Croix Valley STW School District of Hudson 1501 Vine Street Hudson, WI 54016	Maria Gjovig 715-386-4226
Trempeleau Valley Whitehall School District 19124 Hobson Street Whitehall WI 54773-0037	Delaine Stendahl 715-538-2341
Waukesha County STW Waukesha County Technical College 800 Main Street Pewaukee WI 53072	Mariann White 262-691-5557
Wauwatosa School District 1752 Wauwatosa Avenue Wauwatosa WI 532113	Gina Brown 414-773-2029
Wolf River STW Shawano County Job Center, Inc 707 E. Elizabeth Street P.O. Box 29 Shawano WI 54166	Patti Warmenhoven 715-526-4760
Workforce 2010 Port Washington-Saukville School District 100 W. Monroe Street Port Washington WI 53074	Terri Salzer 262-268-6061